

Health and Safety Consultancy Service

Having a robust safety management system in place is the foundation for managing workplace safety.

Today, good business practice places an increasing emphasis on providing a work environment and culture that is free from risk, potential harm or injury,

At Westvic Staffing Solutions' our aim is to enhance your business value and promote a health and safety workplace culture through the evaluation and continuous improvement in safety management.

Westvic Staffing Solutions offer an experienced and professional service in the provision of advice and assistance through our OHS qualified and lead auditor accredited consultants.

Our Service offer includes:

- OHS Essentials– The OHS Essentials Program is a free safety consultation service for small business
- OHS Governance gap analysis – undertaken to review the due diligence compliance requirements are in place and are being undertaken by duty holders
- Management System desk top audit of current OHS system against the standard benchmark AS/NZS4801 - Occupational health management systems
- In consultation develop, update or modify OHS Management Systems documents
- Facilitate the development of OHS Risk Management Plans to address identified risks
- Develop and provide an electronic and hard copy OHS manual

What is OHS Essentials?

The Occupational Health and Safety (OHS) Essentials Program is a free safety consultation service, administered by WorkSafe but delivered by our independent experienced and qualified consultant.

The program is available to business with less than 60 employees and hold WorkSafe Insurance Policy. Sole traders with contractors may be also eligible to apply but must also hold a WorkSafe Insurance Policy.

Our consultant will come to the workplace, help identify hazards and provide a practical safety action plan to address. We also undertake a follow up visit within 6 months to see how you are tracking and provide support. A final visit is undertaken generally between 9 to 12 months of the initial visit to review your progress of the actions identified in the improvement plan.

To apply for this free service please contact us directly or visit complete the OHS Essentials Registration located on our website. Alternatively you can apply directly on-line through WorkSafe Victoria (<https://www.worksafe.vic.gov.au/ohs-essentials-program>) and nominate Westvic Staffing Solutions as your service provider.

What is a OHS Governance Gap Analysis

Due diligence is the Corporate Governance responsibility of officers / duty holders with respect to Occupational Health and Safety.

Company Directors have a direct legal duty to implement and monitor systems which bring about safe working conditions in their workplaces.

Westvic Staffing Solutions OHS Governance Gap Analysis is a process in which we are able to compare the organisations actual level of compliance or performance against the required or expected performance. The difference between what is in place and what isn't in place is the gap.

The analysis undertaken covers 6 key areas:

1. Leadership
2. Knowledge
3. Responsibility
4. Decision Making
5. Consultation
6. Overseeing Programs and Reporting

What is a OHS AS/NZS4801 Management System Audit

OHS audits allow organisations to measure whether their workplace activities are meeting planned arrangements, and to identify areas for improvement.

Westvic Staffing Solutions OHS audits are based on AS/NZS 4801 "Occupational Health and Safety Management System – specifications and guidance for use"

What is AS/NZS 4801?

AS/NZS 4801:2001 is a National Standard for Occupational Health and Safety management . The standard is aimed at guiding organisations to develop and maintain a system that is focused on improving employees' health and safety.

The Occupational Health and Safety Management System (OHSMS) defined in the standard is part of the overall management system designed to effectively manage OHS risks associated with the business.

The standard includes organisational structure, planning activities, responsibilities, practices and procedures. It also covers resources for developing, implementing, achieving and reviewing the the organisation OHS management systems.

If your clients are demanding proof that you have an effective OHS program, an AS/NZS 4801 audit report can provide evidence from a third party verifying that the organisations OHS management is conforms to the standard.

For assistance to develop your OHSMS to AS/NZS4801 or conduct AS4801 audit, please contact us to directly.

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